

University of South Florida  
INDEPENDENT CONTRACTOR SERVICES AGREEMENT

The University of South Florida Board of Trustees, a public body corporate acting for the University of South Florida and its component campuses, colleges and departments ("University") and the Vendor named below:

Name of Vendor(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number or  
Federal Tax Identification: \_\_\_\_\_

University and Vendor enter into this Agreement for the services further described below ("Services") to be provided by Vendor and payment for the Services by the University. In consideration of the mutual promises and undertaking described herein, the parties have agreed as follows:

1. Description of Services and Term : Vendor shall provide the following Services:

**[Insert Description of Services and dates, time periods, etc.]**

Vendor shall provide the Services in a professional and workmanlike manner.

Vendor preparation errors will result in a delay of the payment. In such cases, the invoice payment requirements do not start until a properly completed invoice is provided to the University. The University is not responsible for making travel arrangements or paying any travel-related expenses for Vendor. (If the Agreement is modified to include reimbursement for travel expenses, such reimbursement will be provided only in compliance with section 112.061 of the Florida Statutes). Invoices can be submitted to USF Accounts Payable electronically by e-mail using the following e-mail address: [apinvoices@admin.usf.edu](mailto:apinvoices@admin.usf.edu).

3. Travel and Ancillary Expenses: If Vendor's fees include travel expenses or cost reimbursements, then all travel expenses, meals and lodging, etc. shall be paid in accordance with Section 112.061, Florida Statutes, which may limit travel time and per diem charges. In addition, such expenses must be substantiated by proper receipts and submitted with an applicable invoice. Any non-documented expenses and those in

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Vendor